

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: October 25, 1999

PERSONNEL LETTER # 99-039  
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY (EH) MANUAL UPDATE

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 08 provides various salary changes. Refer to Technical Letter HR/ISA 99-15 for further information. Implementation of the General Salary Increase (GSI) was achieved through manual processing by the Personnel/Payroll Services Division (PPSD) on 10/15/99. Additionally, PPCD will manually process other related salary changes.

The following attachment provides detailed information and EH processing instructions for BU 08. If you have any questions regarding the updates or the following document processing information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ: PMAB: cah

Attachment

ATTACHMENT  
EMPLOYEES IN BU 08

General Salary Increase

All employees in BU 08 received a 2.74% GSI effective 07/01/99. Eligible employees are entitled to a Fiscal Year 1999/2000 Service-based Salary Increase (SSI) of one (1) step on their anniversary date (except employees at step 1, as of 06/30/99), subject the SSI maximum. Additionally, a salary structure change was implemented effective 07/01/99 as follows:

eliminated step 1, moved old steps 2 through 15 to new steps 1 through 14, respectively, and added a new step 15; and

increased the SSI maximum to the new step 11.

PPSD processed EH transactions for the GSI via a 07/01/99 effective date CRO transaction as follows:

For employees at steps 2 through 15 as of 06/30/99, the CRO transaction changed the step number, applied a 2.74% GSI, and for employees at step 15 on 06/30/99, changed the anniversary date from MAX to 99/99.

For employees at step 1 as of 06/30/99, the CRO transaction advanced their anniversary date by one year and applied a 1-step plus 2.74%.

PPSD will manually process the SSI's via the MSA transaction as follows:

An MSA transaction effective 07/01/99 to provide SSI's for eligible employees with a 07/99 anniversary date. NOTE: Due to the salary structure change effective 07/01/99 and the related system processing requirements to effect the change, the MSA transaction will be posted to the employees' EH records after the CRO transaction

PPSD will process an MSA transaction for employees with an anniversary date of 08/99 through 10/99. Additionally, PPCSD will process MSA transactions for employees with future anniversary dates at the appropriate time. NOTE: If the 07/99 through 10/99 MSA was denied, follow the instructions in the Personnel Information Management System Manual, Section VII, Page 7.18 for MSA denials.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI and SSI. PPCSD will manually process the CRO transaction for the affected employees. PPCSD will also notify the campuses of employees eligible for the SSI. Campuses will be responsible for processing the MSA transaction. NOTE: If the employee is not eligible for the SSI, process a 715 transaction to change the anniversary date due to a non-qualifying pay period. (Refer to the Personnel Information Management System (PIMS) Manual, page 2.34).

Employees who separated prior to 07/01/99 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/99. A CRO or MSA transaction will not be posted. PPCSD will identify the impacted employees and manually adjust the lump sum payments.

Retroactive Charges

All transactions as a result of the July 1, 1999 salary changes are considered to be non-controllable personnel and payroll transactions. However, the EH transactions and payroll transactions that are either keyed by the campuses or processed by PPCSD could appear on the campus' Monthly Retroactivity Report (see Payroll Procedures Manual Section A 011 for further information). The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

### Campus EH Processing Information

Based on the above updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/99 or prior:
  - a) MSAV effective 07/01/99 through 11/01/99 (if posted).
  - b) CROV effective 07/01/99.
  - c) SXX.
2. Separations effective 07/01/99 or later, including Leaves Without Pay, S49 and 565 with Job Injury Code = 7, should be processed as usual with the exception identified in #3 below.  
**DO NOT VOID THE CRO OR MSA TRANSACTION.**
3. Separations effective 07/01/99 or later for employees on NDI/Leave of Absence Without Pay as of 07/01/99 and lump sum vacation/extra hours is requested on the separation transaction:
  - a) A57 or A58 effective same date of SXX and effective date hours equal COB to change the step and provide the GSI increase. In Item 215, enter 'L/S Only'.
  - b) SXX.
4. Leave of Absences effective 06/30/99 or prior, including 565 with Job Injury Code = 7:
  - a) MSAV effective 07/01/99 through 11/99 (if posted)
  - b) CROV effective 07/01/99
  - c) SXX or 565.
5. Appointments effective 06/30/99 or prior and Item 450 = 1, 3 or 4:
  - a) AXX.
  - b) CRO effective 07/01/99 to change the step, provide the GSI increase and enter in Item 215, T/L 99-15.
6. Appointments effective 07/01/99 or later and Item 450 = 1, 3 or 4  
No CRO transaction required.
7. Reinstatements (A57/A58) effective 06/30/99 or prior:
  - a) A57 or A58
  - b) CRO effective 07/01/99 to change the step and anniversary date/probationary period due to non-qualifying pay periods. Enter in Item 215, T/L 99-15.
  - c) MSA effective 07/01/99 through 11/99 (if eligible for the SSI).
8. Reinstatements (A68/565 with Job Injury Code 4) effective 06/30/99 or prior:
  - a) A68 or 565
  - b) 715 effective same date as A68/565 to change anniversary date/probationary period due to non-qualifying pay periods.
  - c) CRO effective 07/01/99 to change the step and anniversary date (if appropriate). Enter in Item 215, T/L 99-15.

- d) MSA effective 07/01/99 through 11/99 (if eligible for the SSI).
9. Reinstatements via the A57 or A58 transaction effective 07/01/99 or later:
- No CRO transaction required. However, change the step and anniversary date (if applicable) on the A57 or A58 transaction. Employees in the old step 1 must have their anniversary date advanced (bumped up) by one (1) year plus the number of months that were non-qualifying. Enter in Item 215, 'No 99/00 SBSI'.
10. Reinstatements via the A68 or 565 with Job Injury Code = 4 transaction effective 07/01/99 or later:
- a) A68 or 565.
  - b) CRO effective same date as A68 or 565 to change the step and anniversary date/probationary period due to non-qualifying pay periods.
11. For employees that need their anniversary dates reestablished per Technical Letter HR/SA 99-15, page 2:
- a) CROC effective 07/01/99 (to correct Item 330 (Anniversary Date)) and key enter 'Anni Date MOU' in Item 215 (EH Remarks). If the employee's anniversary date is reestablished to 07/99 through 11/99, the CROC must be keyed by November 1, 1999. NOTE: If the new anniversary date is 07/99 through 11/99 and entered after the 07/99 through 11/99 updates, process an MSA transaction in accordance with existing instructions.
12. Transactions not identified above, process as usual.